

ടെലിഫോൺ നമ്പർ : 2512524
 പോസ്റ്റ് ബോക്സ് നമ്പർ : 5430
 ഫാക്സ് : 0471-2305891
 പിൻ കോഡ്-695 033



ഇ-മെയിൽ : secretary@niyamasabha.nic.in

കേരള നിയമസഭാ സെക്രട്ടേറിയറ്റ്

File No.17351/AC D2-2019 Leg.

Thiruvananthapuram.

02-08-2019

e-TENDER NOTICE

E-Tenders are invited for the supply of Printing Items for Riso Machine under Running Contract for the year 2019-20 from competent persons/firms as per the specification and special condition contained in the schedule.

The tender is to be submitted as e-tender through <https://etenders.kerala.gov.in>. Since this is an e-tender, only those bidders who have enrolled in the above portal with their own digital signature certificate (DSC) can participate in the tender. E-Tender document and other details can be obtained from the above e-portal.

Tender ID	-	2019 KLS 290873 1
Tender No.	-	17351/AC D2-2019/Leg.
Document download/ sale start date -	-	07-08-2019 5.30 p.m.
Bid submission start date	-	07-08-2019 5.30 p.m
Document closing date -	-	16-08-2019 4.00 pm
Date & time of opening of e-tender -	-	20-08-2019 3.00 pm
Price of Tender Form	-	₹ 1,200/- + GST @ 12% (₹144/-) + Flood cess @ 1% (₹12/-)
EMD	-	₹ 6,000/-

Cost of e-Tender & EMD (Online Payment) are shown in the above table

All the above payments including EMD should be made as single payment through online.

Dates up to which the rates are to remain

firm for acceptance - 90 days from the date of opening

Performance Security deposit - 5% of total amount of the contract value

Schedule

Sl No	ARTICLE	QUANTITY
1.	Riso Ink MZ Black	5
2.	Riso Ink ME Black	75
3.	Riso Ink ME Blue	1
4.	Riso Ink SE Type HD Black	90
5.	Riso Ink MZ Green	5
6.	Riso Master MZ	5
7.	Riso Master ME	20
8.	Riso Master SE type HD	10

9.	TN 321 C Toner	1
10.	TN 321 M Toner	1
11.	TN 321 Y Toner	1
12.	TN 321 K Toner	1
13.	TN 513 K Toner	1

1. Rates quoted should be inclusive of all charges including Transportation charges, Loading charges, Unloading charges if any etc
2. The Purchasing Officer reserves the right to accept, reject or postpone any or all Tenders without assigning any reasons whatsoever.

Any legal disputes that may arise in relation to the e-tender formalities will be restricted to the Jurisdiction of Thiruvananthapuram.

In case of all conditions of the e-tender, the decision of the Niyamasabha Secretary, Kerala shall be final and binding. In the event of any legal dispute arising out of the tender, such dispute would be subjected to the jurisdiction of the Civil Courts within the district of Trivandrum, Kerala.

The communications to be addressed to
Sudarsana K
Under Secretary - II (Accounts),
Secretariat of the Kerala Legislature,
Thiruvananthapuram-695033
Special Condition:-

The Contractor shall supply items that conform with the tender notice specification and must be from the original equipment manufactures. Any breach in this regard will be fined to an amount equal to the price of the items supplied.

General Tender Terms & Conditions for e Procurement

This tender is an e Tender and is being published online for the Printing Items for Riso Machine under Running Contract 2019-20 The tender is invited in One cover system from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section, of this tender published in www.etenders.kerala.gov.in.

A). Online Bidder registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088, 2577188, 2577388 or 0484-2336006, 2332262 through email: etendershelp@kerala.gov.in for assistance in this regard.

B). Online Tender Process:

The tender process shall consist of the following stages:

- i. Downloading of tender document: Tender document will be available for free download on www.etenders.kerala.gov.in. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. Pre bid meeting: *<As per department's requirement>*
- iii. Publishing of Corrigendum: All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.
- iv. Bid submission: Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on www.etenders.kerala.gov.in. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- v. Opening of Technical Bid and Bidder short-listing: The technical bids will be opened, evaluated and short listed as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids short listed by this process will be taken up for opening the financial bid.
- vi. Opening of Financial Bids: Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

C). Documents Comprising Bid:

The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

(i). The Second Stage (*Financial Cover or as per tender cover system*):

The Bidder shall complete the Price bid as per format given for download along with this tender.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/variable price quotation will be treated as non-responsive and rejected.

D). Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay, a tender document fees of Rs.1200/- and Earnest Money Deposit or Bid Security of Rs.6000/-. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system:

- i. State Bank of India (SBI) Internet Banking: If a bidder has a SBI internet banking account, then, during the online bid submission process, bidder shall select SBI option and then select Internet banking option. The e-Procurement system will redirect the bidder to SBI's internet banking page where he can enter his internet banking credentials and transfer the tender document and EMD amount.
- ii. National Electronic Fund Transfer (NEFT)/ Real Time Gross Settlement (RTGS): If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT / RTGS option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT / RTGS either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e-Procurement system for completing the process of bid submission. Bidder should only use the details given in the Remittance form for making a NEFT / RTGS payment otherwise payment would result in failure in e-Procurement system.

As NEFT payment status confirmation is not received by e-Procurement system on a real-time basis, bidders are advised to exercise NEFT mode of payment option at least 48 hours prior to the last date and time of bid submission to avoid any payment issues.

For RTGS the timings that the banks follow may vary depending on the customer timings of the bank branches and settlement from RBI. Bidders are advised to exercise RTGS mode of payment at least 24 hours prior to the last date and time of bid submission to avoid any payment issues.

NEFT / RTGS payment should be done according to following guidelines:

- i. Single transaction for remitting Tender document fee and EMD: Bidder should ensure that tender document fees and EMD are remitted as one single transaction.
 - ii. Account number as per Remittance Form only: Account no. entered during NEFT/RTGS remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees and EMD are remitted only to the account number given in the Remittance form provided by the e-Procurement system for that particular tender.
- Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for NEFT / RTGS remittance.
- iii. Only NEFT / RTGS Remittance Allowed: Account to Account transfers, State Bank Group Transfers (GRPI), Payments from NRI Accounts, SWIFT Transfers, IMPS or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT or RTGS (for above 2 lakhs payments as per RBI guidelines) transaction only and specially instruct the banks not to convert the payment mode to GRPI or any other payment mode.
 - iv. Amount as per Remittance form: Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.
 - v. UTR Number: Bidders should ensure that the remittance confirmation (UTR number) received after NEFT / RTGS transfer should be updated as it is, in the e-Procurement system for tracking the payment.
 - vi. One Remittance Form per Bidder and per Bid: The remittance form provided by the e-Procurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

(I). SUBMISSION PROCESS:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on www.etenders.kerala.gov.in along with online payment of tender document fees and FMD.

For page by page instructions on bid submission process, please visit www.etenders.kerala.gov.in and click "Bidders Manual Kit" link on the home page.

It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

eTendering System Government of Kerala

Kerala
Tenders

Tender Details

Date : 09-Aug-2019 10:42 AM

Print

Basic Details			
Organisation Chain	Kerala Legislature Secretariat		
Tender Reference Number	17351/ACD2/2019/LEG/SN		
Tender ID	2019_KLS_290873_1		
Tender Type	Open Tender	Form of contract	Item Rate
Tender Category	Goods	No. of Covers	1
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Online	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow two Stage Bidding	No

Payment Instruments		Cover Details, No. Of Covers - 1			
Online Bankers	S.No Bank Name	Cover No	Cover	Document Type	Description
	1 SBI MOPS	1	Fee/PreQual/Technical/Finance	.pdf	Tender Form in Appendix VI to be duly filled and signed by the bidder
				.pdf	Agreement in Kerala Stamp Paper worth Rs 200
				.xls	Price Bid

Tender Fee Details, [Total Fee in ₹ * - 1,356]				EMD Fee Details					
Tender Fee in ₹	1,356	Fee Payable To	online	Fee Payable At	online	EMD Amount in ₹	6,000	EMD Exemption Allowed	Yes
Tender Fee Exemption Allowed	Yes					EMD Fee Type	fixed	EMD Percentage	NA
						EMD Payable To	online	EMD Payable At	online

Work / Item(s)					
Title	Printing Materials for RISO machine at Printing Press in Running Contract 2019-20				
Work Description	Printing Materials for RISO machine at Printing Press in Running Contract 2019-20				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor	NA				
Tender Value in ₹	6,00,000	Product Category	Consumables	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	365	Period Of Work(Days)	7
Location	Thruvananthapuram	Pincode	695033	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Thruvananthapuram
Is NDA Tender	No	Prequalification Approval Date	NA		

Critical Dates

Publication Date	09-Aug-2019 10:42 AM	Bid Opening Date	09-Aug-2019 10:42 AM
Document Download Start Date	09-Aug-2019 10:42 AM	Document Download End Date	09-Aug-2019 10:42 AM
Qualification Start Date		Qualification End Date	

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	E TENDER NOTICE	147.25

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	tenderdocument.pdf	Tender Form in Appendix VI to be filled duly signed and sealed by the Bidder	108.08
	2	BOQ	BOQ_397041.xls	BOQ	282.50
	3	Tender Documents	Agreement1.pdf	Agreement in Kerala Stamp Paper worth Rupees 200 duly filled signed and sealed by the Bidder	52.48

Bid Openers List

S.No	Bid Opener Login ID	Bid Opener Name	Certificate Name
1.	kgradhakrishnankollam@gmail.com	RADHAKRISHNAN K.G	K G RADHAKRISHNAN
2.	sudarsanak1969@gmail.com	SUDARSANA K	SUDARSANA K
3.	johnneyajith29dec@gmail.com	AJITH JOHNEY	AJITH JOHNEY
4.	vishnummkld@gmail.com	Vishnu M M	VISHNU M M

Tender Inviting Authority

Name	Under secretary II accounts
Address	Sudarsana K Under secretary II accounts Legislature Secretariat Vikas Bhvan PO Thiruvananthapuram 695033

Tender Creator Details

Created By	SUDARSANA K
Designation	UNDER SECRETARY
Created Date	05-Aug-2019 12:01 PM

Tender Publisher Details

Published By	SUDARSANA K
Designation	UNDER SECRETARY
Published Date	07-Aug-2019 05:30 PM